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8 3 Leases		4	
34 5 Leave Requests		3	Leases
	34	5	Leave Requests

Item No.	General Schedule No.	Record Title
4	2	Ledgers-Books of Final Entry
35	5	Licenses and Professional/Technical Certifications
16	3	Licenses, Permits-originals, renewals
5	8	Lists-Rosters of Licenses
16	2	Local Fund Correspondence
15	2	Local Fund Receipts
9	5	Longevity Records
36	5	Medical Records
7	7	Microfilm Project Request
8	7	Microfilm Service Request
9	3	Minutes
17	8	Minutes of Board Proceedings
10	5	Monthly Deduction Reports
18	3	Monthly Reports
37	5	Moving and Relocation Agreements
6	6	Network Audit Log
23	1	No Warrant Transfer
13	1	Notice of Agency Appropriation Allocation
16	1	Notice of Agency Revenue Estimate Allocation
11	1	Notice of Appropriation
2	4	Notice of Cancellations
40	1	Notice of Direct Bank Debit
33	1	Notice of Dishonored Checks
10	1	Notice of Legislative Appropriation
14	1	Notice of Revenue Estimate
41 39	1 1	Notice of Transaction Correction
3	9	Notice of U.S. Treasury Transaction Notice & Memoranda not related to the Agency's functions or responsibilities
3 10	3	Notices/Affidavits of Publications
5	1	Object of Expenditure Description
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, 15	8	Obsolete or Revised Licensing/Application Forms
13	3	Operation Reports
12	1	Operational Plan/Budget Amendment
11	3	Ordinances, Codes, Regulations, Directives, Policies
38	5	Pay Plan Exception - Individual
39	5	Pay Plan Exception - Blanket
21	1	Payroll Encumbrance
11	5	Payroll Vouchers
40	5	Performance Appraisal
1	4	Performance Security (Bond)
14	8	Permanent Licensee Files
27	3	Personal Vehicle Use Authorization
2	9	Photo Copies of Bulletins & Correspondence
20	2	Position Control Adjustment
19	2	Position Control Report
43	5	Position Description
44	5	Position Detail Form
45	5	Position Review Form
4	9	Preliminary drafts of any report, letter, memoranda or worksheet

Item No.	General Schedule No.	Record Title
12	5	Prepayroll Listing
46	5	Probation Exception
4	1	Program Descriptions
47	5	Promotion
48	5	Public Employee Retirement System
20	1	Purchase Order Adjustment
19	1	Purchase Orders
56	1	PAMS Classification/Type of Property by Agency Report
64	1	PAMS Deleted Transaction Log
60 63	1	PAMS Detail Depreciation Schedule
54	1	PAMS Edit Error Report PAMS Fiscal Year End Master Register
54 59	1 1	PAMS Inventory Listing
55	1	PAMS Master Register
65	1	PAMS Property Accountability Voucher
66	1	PAMS Property Accountability Voucher PAMS Property Action Required List
52	1	PAMS Property Adjustment Records
58	1	PAMS Property by Location Report
57	1	PAMS Property by Responsibility Center Report
51	1	PAMS Property Subsidiary Ledger (Land Only)
50	1	PAMS Property Subsidiary Ledger (Other than Land)
53	1	PAMS Report of Property Survey
61	1	PAMS Summary Depreciation Schedule
62	1	PAMS Update Log
67	1	PAMS/SBAS Reconciliation Report
13	5	Quarterly Reports
19	3	Reading or Day Files
20	8	Real Estate Complaint/Investigative Reports
21	8	Real Estate Hearings/License Legal Actions
6	2	Record of Daily Transactions
4	7	Records Disposal Request
5	7	Records Disposal Request Continuation Sheet
1	7	Records Inventory Worksheet
9	7_	Records Reference Request
3	7	Records Service Request
49	5	Recruitment/Selection Process Documentation
52	5	Reduction-in-Force Notice
53 54	5	Reduction-in-Force Reinstatement Offer
	5 8	Reduction-in-Force Roster & Preference Documentation
4 9	o 1	Renewal Forms-Updated Annually Reporting Center Specifications
2	8	Reports on Boxing & Wrestling Events, Special Requirements
5	9	Reproduction Material: Stencils, Hectographs, Offset Plates
32	3	Request and Justification for Out-of State-Travel
3	8	Request for Information
15	1	Request for Revenue Estimate Action
5	4	Requisition
55	5	Resignation
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14	5	Revocations

Revoked/Suspended/Voluntary surrender of License Records, Files 5	Item No.	General Schedule No.	Record Title
6 5 Routing Slips 1 9 Service Agreement 56 5 Sexual Harassment Complaint 57 5 Sexual Harassment Investigation Report and Documentation 7 1 Shorthand Notes, Steno-tapes & Recordings 15 1 Special Reports (turnaround documents, wage/insurance increases) 16 5 State Share reports 17 1 Status Forms 18 1 State Pared Warrant Cancellation Notice 19 3 State-Dated Warrant Cancellation Description 10 1 Status Forms 10 1 Stocks of Agency publication & printed documents 11 1 Status Forms 12 1 Stocks of Agency publication & printed documents 13 20 6 Subject Files 14 3 SBAS Report Tapes/Microfiche 14 3 Tape Removal Authorization 15 Telephone messages used to convey non-policy messages 16 Telephone Service Request 17 1 Test Reports, Certification of Accuracy or Validity 18 7 Time Sheets 18 3 Transfer 19 1 Transmittal of Records 20 1 Transmittal of Records 21 1 Transmittal of Records 22 1 Transportation Purchase Order 23 1 Trassurer's Check Issued Summary 24 1 Treasurer's Deposit Correction 25 2 Treasurer's Deposit Correction 26 27 Treasurer Disbursement Advise 27 28 Vehicle Requisition and Trip Form	18	5	Revoked/Suspended/Voluntary surrender of License Records, Files
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